

**City of Lowell**  
**Job Description**  
**Please Post: September 27, 2016**  
**Deadline: October 11, 2016**  
**Library Building Custodian (Part-Time)**  
**Pollard Memorial Library**

**Job Title:** Library Building Custodian -Part-Time (2500-J#2521, 2328)  
**Department:** Pollard Memorial Library  
**Reports To:** Department head or designee  
**Hours:** Up to 19 hours per week.  
**Work Schedule:** Library is open Monday-Saturday. May include day, evening and Saturday hours. (Library closed on Saturdays in July and August) Schedule will be set upon a job offer.  
**Salary:** \$10.00/Hour (Minimum)

**SUMMARY**

Maintains City buildings and related grounds in clean and orderly condition and tends furnace, air conditioner, and boiler to provide heat, cool air, and hot water performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Sweeps, mops, scrubs, buffs, waxes and vacuums hallways, floors, stairs and office space.
- Washes windows, changes light bulbs, polices grounds.
- Regulates flow of fuel into automatic furnace.
- Empties trash and garbage containers.
- Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities. Replaces air conditioner filters.
- Notifies supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
- Cleans snow and debris from sidewalk.
- Mows lawn, trims shrubbery, and cultivates flowers.
- Sets up and dismantles chairs, tables and other office equipment.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

**Driver's license :** Current, valid driver's license may be required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, talk or hear, and smell. The employee must frequently lift, carry and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to moving mechanical parts; high, precarious places; and fumes or airborne particles. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

*Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~October 11, 2016. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)*

**EOE/AA/504 Employer**